



2014 Summer Internship Announcement

May 15, 2014 – August 15, 2014

20 Hours per week

Unpaid Position

Chesterfield County is currently seeking qualified candidates for an internship opportunity in the Center for Organizational Excellence. Grounded in the county's mission, the Center for Organizational Excellence (COE) provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the citizens and other customers of the county.

Position Description: Assists in further development of the training activity metrics and training effectiveness measurement program. Assists in capturing, tracking, and analyzing training data to determine multiple levels of measurement using Kirkpatrick's measurement model. Presents data in reports and table formats for inclusion in COE's annual report.

Summary of Qualifications: Candidates must be enrolled as undergraduate juniors, seniors, or those in a graduate program, and have a minimum grade point average (GPA) of 2.8. A strong knowledge of mathematics, statistics, measurements, analysis, and/or evaluation techniques required. Must have exceptional computer skills, including knowledge of Microsoft Word and Excel. Excellent written and verbal communication skills are essential. Successful completion of a fingerprint-based criminal history check and pre-employment drug screen required.

For consideration of this opportunity, candidates must fulfill the application requirements, listed on our website at www.chesterfield.gov/internships, by March 14, 2014.

Chesterfield County is an Equal Employment Opportunity employer.